

Department of Community Medicine & School of Public Health, PGIMER Chandigarh

Position: Data Entry Operator cum Admin Officer

Organisation/Institute: Postgraduate Institute of Medical Education and Research (PGIMER)

Location: PGIMER, Chandigarh

Organisation/Institute: The Postgraduate Institute of Medical Education and Research (PGIMER) is based in Chandigarh (city beautiful in North India) and was established in 1962 by then Prime Minister of India, Pt. Jawaharlal Nehru. It was declared as an "Institute of National Importance" by an Act of Parliament of India on 1st April 1967 and is currently an autonomous body functioning directly under the Ministry of Health and Family Welfare, Government of India. PGIMER has almost all specialties and super specialties departments. The Department of Community Medicine was instituted in 1977 with the purpose of developing effective models health service delivery for rural communities and for providing community health orientation to public health professionals. To address emerging challenges in public health education and research, the Department of Community Medicine was upgraded to School of Public Health (SPH) in the Tenth Five Year Plan of India (2002-06). The department coordinates several projects/ grants with various governmental and developmental agencies.

Project Objective:

The overall aim of the evaluation of the National Tobacco Quitline Services (NTQLS) is to determine the effectiveness of the programme in terms of assisting the clients to quit tobacco, and assess the user satisfaction with the programme. The study will be conducted in all the four National level tobacco cessation Quitline in Vallabhbhai Patel Chest Institute (VPCI), New Delhi and three regional satellite centres at Dr. Bhubaneswar Boruah Cancer Institute (BBCI), Guwahati; National Institute of Mental Health & Neuro Sciences (NIMHANS), Bangalore; and Tata Memorial Centre (TMC), Mumbai. Socio-demographic information of the registered callers to the quit line will be obtained from the NTQLS database.

Job Responsibilities and Duties:

- He/ She will be handling three roles- Data Entry (50%), Administration (30%), and Finance (20%).
- Data Entry: He will enter the collected data in the excel sheet for analysis.
- Administrative: He/ She will be looking after the administrative work related to the project like maintaining files (including e-files), diary and dispatch of letters.
- Finance: Manage the accounts of the project on the part-time basis.

Expected Knowledge and Skills:

- Proficient in lesioning and coordination with diverse stakeholders.

- Research expertise in framing research proposals and applying quantitative and qualitative methodology to document the outcomes along with manuscript writing skills.
- Good communication skills, both written and verbal. Also command over local language is required.
- Capable of carrying out review of literature and writing reports.
- Capable of monitoring and supervision of research projects.
- Interpersonal and management skills with ability to work in a deadline- driven environment.
- Possess team working capability and leadership qualities.
- Good command over MS Office/ Internet including basic IT skills.

Essential educational qualifications and skill requirements:

Master's degree in Commerce or Computer Science. Experience in financing and accounting including financial analysis, reporting, budgeting, financial software (tally etc.) and maintaining file etc. Preference will be given who has prior experience in handling project/ program finance. Proficiency in MS Office (MS-word, Excel, Power-point)

Remuneration:

Remuneration for respective position is INR. 50000/- CTC based on previously experiences and last drawn salary (depends upon candidate's experience and capabilities), with an additional reimbursement towards mobile allowances.

How to apply:

Interested candidates should submit your CV at sphafa.who@gmail.com. Last date for submitting applications is **15th October 2022**. Please note that only short-listed candidates will be contacted.



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